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VITAL RECORDS DEPOSIT SCHEDULE			OFFICE, DIVISION CODE OSA DD S&T		NO. OF PAGES 1 OF 2	
OFFICE, DIVISION DD/S&T - Office of Special Activities			25X1A9a		DATE PREPARED 14 SEPT 1971	
ITEM NO.			VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)		MEDIA OF DEPOSIT	
					FREQUENCY OF DEPOSIT	
					DISPOSITION INSTRUCTIONS	
I. Policy Directives and Plans						
1.	Global War Plans - SAC/USAF Plans		Hard Copy	One Time	OSA will be responsible for disposition action.	
2.	Liaison Agreements with Other Government Agencies		Hard Copy	One Time	OSA will be responsible for disposition action.	
II. General Operational Guidance						
1.	Projects and Related Data		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
2.	Vital Records on Operations Cover		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
3.	Project Headquarters Manuals: i. e. Reports Control; Flight Planning, Tactical, Detachment Mission Directives; Deployment Planning		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
4.	Project Concept of Operations		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
5.	Cryptic Reference and Signal Center Encode listings		Hard Copy	Intermittent	Return Quarterly - March, June, Sept & Dec.	
6.	Microfilmed Cables - Original Negatives		Reels	Intermittent	OSA will be responsible for disposition action.	

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OFFICE, DIVISION 25X1A9a			DATE PREPARED 14 SEPT 1971	
SIGNATURE OF APPROVING OFFICIAL				
ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
	II. General Operational Guidance Cont.			
7.	Master Microfilmed Cable Index Cards	Hard Copy	Intermittent.	OSA will be responsible for disposition action.
8.	Master list of Document Control Account numbers assigned to recipients.	Hard Copy	Intermittent	Return semi-annually March and September
9.	Master list of Covert Contractor Mail Addresses and Pouch Addresses	Hard Copy	Intermittent	Return semi-annually January and July
	III. Operational Support			
1.	Emergency Procedures Instructions	Hard Copy	Intermittent	Return annually - June
2.	Personnel Position Control Register	Hard Copy	Intermittent	Return one month after receipt.
3.	Listing of Special Contractor's Contracts (Covert)	Hard Copy	Intermittent	Return semi-annually January and July
4.	Shelf Lists of Retired Records	Hard Copy	Intermittent	Return Quarterly - February, May, August and November.
5.	25X1A9a Contract Personnel Report APPR [REDACTED]	Hard Copy	Intermittent	Return one month after receipt.

20 Sept 71
Date
CIA Records Administration Officer

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